

Detailed Guide to Using SPAN

[Demographics](#)
[Academic Progress](#)
[Select Courses](#)
[Parking](#)
[Change Password](#)

[Attendance](#)
[Grades](#)
[Discipline](#)
[Textbooks](#)
[Log Out](#)

[Schedule](#)
[View Recommendations](#)
[Fines/Fees](#)
[Tech. Support](#)

Logging In:

- The parent SPAN account requires you to enter the word "Parent" with an underscore and the number for the username. (To get underscore press shift and the dash key at the same time) It will look like this _ when you have done it correctly.

SPAN is down nightly from 10PM until 10:15PM fo

User Name:

Password:

- SPAN is case sensitive so remember to enter all **passwords** in lowercase letters.
- Once you have successfully submitted the initial password you will be asked to change the password.
- The password you were issued by the system becomes the OLD password and you must make up a new password – The new password must be a minimum of 6 characters long with both letters and numbers.
- Remember to write down your new password so you will not have to go through the change password process again.

Using the site:

- To navigate the site use the menu bar on the left side of the screen.

The screenshot shows the Wake County Public School System SPAN website. At the top left is the logo and name "WAKE COUNTY PUBLIC SCHOOL SYSTEM". At the top right is "Student/Parent Access Network". On the left is a vertical navigation menu with links: Demographics, Attendance, Schedule, Academic Progress, Grades, View Recommendations, Select Courses, Discipline, Fines/Fees, Parking, Textbooks, Tech Support/Report Invalid Data, Change Password, and Log Out. The main content area is titled "Student Information for" followed by a text input field. Below this, there are fields for: Grade: (with an empty input box), Student ID: (with an empty input box), Homeroom: 9HOBL (Hoblit, Michaelleen), Student's Administrator: Muttillo, Anthony J., Student's Counselor: Walter, Megan, and Student's Email Address: Not Listed. To the right of these fields is a placeholder for a profile picture with a question mark and the text "Image Not Available". At the bottom of the page, it says "Student/Parent Access Network (SPAN) Wake County Public School System Version 1.0". An arrow points from the text "To navigate the site use the menu bar on the left side of the screen." to the navigation menu.

The left sidebar menu contains the following information:

Demographics includes the information Wakefield HS has on file concerning parent/guardian names, phone numbers, addresses, email addresses, etc.

- If any of this information is incorrect, email technical support with the correct information and changes will be updated.

Attendance records the days and class periods the student was absent.

- Remember you have 2 days to bring in an excuse note for absences. After 2 days the absence becomes unexcused and no further changes are possible.

Schedule is the student's class schedule for both the first and second semesters of the current school year.

- Parents cannot make schedule change requests - that must be done through the student SPAN account.
- Schedule change requests can only be made by students during defined periods. The button "Schedule change request" can be seen in the menu bar during these periods.

Academic Progress posts student grades as the academic quarter is progressing

- These are not the final grades; they are the grades the student is currently earning.
- Each course has a radio button next to it which allows the parent to see each individual grade earned in the course. Select the button for the course grades you would like to see, then press view progress report.

The screenshot shows the SPAN interface for Wake County Public School System. The header includes the school logo and the text "Student/Parent Access Network (SPAN)". A left sidebar menu lists various options, with "Academic Progress" highlighted. The main content area is titled "Student Information for" followed by a text input field. Below this, there are fields for "Grade:", "Student ID:", "Homeroom:", "Student's Administrator: Muttilla, Anthony J.", "Student's Counselor: Walter, Megan", and "Student's Email Address: Not Listed". A placeholder image with a question mark and the text "Image Not Available" is present. At the bottom, there is a table with columns: "Select", "Course", "Teacher", "Sem/Day/Per", and "Current Marking Period Average". The table lists four courses: "ALGEBRA I WITH TECHNOLOGY: PART 1", "WORLD HISTORY", "HEALTHFUL LIVING I", and "EARTH SCIENCE", each with a radio button in the "Select" column. A "View Progress Report" button is located below the table.

| Select | Course | Teacher | Sem/Day/Per | Current Marking Period Average |
|-----------------------|-----------------------------------|---------|-------------|--------------------------------|
| <input type="radio"/> | ALGEBRA I WITH TECHNOLOGY: PART 1 | | | |
| <input type="radio"/> | WORLD HISTORY | | | |
| <input type="radio"/> | HEALTHFUL LIVING I | | | |
| <input type="radio"/> | EARTH SCIENCE | | | |

- This is an example of a full progress report..

[Tech Support](#)
[Report Invalid Data](#)
[Change Password](#)
[Log Out](#)

| | |
|-------------------|---|
| Course: | ALGEBRA I WITH TECHNOLOGY:PART 1 |
| Sem/Term/Day/Per: | 1/0/0/1 |
| Teacher: | deBerjeois, James |
| Email Address: | jdeberjeois@wcpss.net |
| Website: | http://www.schoolnotes.com/27614/jdeberjeois.html |

Current Marking
 Period Average:
91.343(B)

| Assessment | Category | Type | Due Date | Points Earned | Points Possible | % | Comments |
|------------------|------------------------|--------|------------|---------------|-----------------|---------|----------|
| 5-1 | Homework | Grades | 10/26/2007 | EXEMPT | N/A | N/A | |
| 5-2 | Classwork | Grades | 10/18/2007 | 100 | 100 | 100 (A) | |
| Challenge Math 1 | Challenge Math/Project | Grades | 09/05/2007 | 92 | 100 | 92 (B) | |
| Chapter 1 Test | Tests | Grades | 09/12/2007 | 80 | 100 | 80 (C) | |
| Chapter 2 Test | Tests | Grades | 09/28/2007 | 88 | 100 | 88 (B) | |
| Chapter 3 Test | Tests | Grades | 10/12/2007 | 80 | 100 | 80 (C) | |
| Chapter 5 Quiz | Quizes | Grades | 10/19/2007 | 97 | 100 | 97 (A) | |
| Homework 1-1 | Homework | Grades | 08/27/2007 | 100 | 100 | 100 (A) | |

- Teachers use different grading software so some classes may not show a full progress report. If you have questions email your individual teachers.

Grades shows grades earned from 6th grade until the last completed semester.

View Recommendations displays all recommendations teachers have entered for the student. If the screen is blank, no recommendations have been entered.

Select courses is not an active button until registration time in the spring. You will get notification when it is time to register for the next school year.

Discipline records all disciplinary action taken. If the screen is blank the student has had no discipline problems.

- Detention notices are listed in discipline.

Fines/Fees - outstanding parking tickets, lost books, and lost or damaged sports equipment

Parking - Includes off-campus lunch privileges (only 11 and 12 graders can earn off-campus lunch), student parking permits and vehicle registration.

Textbooks lists textbooks assigned to the student for current classes.

Tech Support/Report Invalid Data is the place to report problems and issues you have with SPAN once you are logged into the site.

- There is a tech support button on the initial screen if you can not log into SPAN at all.

Password Change allows you to change your password

Logout allows you to logout of the system